



## SMALL BUSINESS SPOTLIGHT!

We want to give our local business owners the opportunity to “introduce” themselves to the community. While we can’t take you “door-to-door” to meet everyone, we can give you the spotlight in our local business newsletter. Here’s your chance to tell everyone a little about you and your business in **your own words!** We have a series of questions that you can use for your introduction. Feel free to expand beyond simple answers and give the community a quality description of who you are and what your business can do for them! It’s your moment to be in the spotlight, so put your best foot forward and SHINE!

### GUIDELINES FOR A COMPLETE SUBMITTAL

- A. Please answer at least 5 of the questions in the Q&A section below. This is not an advertisement so please no “sales pitches.” We are looking for interesting and informative answers for residents to enjoy and learn more about your business.
- B. Answers must be typed in Microsoft Word and emailed to [tcarder@lovettsvilleva.gov](mailto:tcarder@lovettsvilleva.gov).
- C. We reserve a 500 word limit for our local business Q & A.
- D. Only businesses located in the 20180 zip code will be featured in the newsletter.
- E. Submissions will be featured in **order of submittal**.
- F. You may submit one picture of yourself and/or your business and/or logo.
- G. Pictures/images will only be accepted in a JPEG format.
- H. Businesses located in the Town of Lovettsville must have a current business license and out-of-town contractors doing work in Town must also have a current license.

If your “Q & A” meets these guidelines, your submission will be featured in one edition of the Lovettsville Business Newsletter.

### Q & A WITH A LOVETTSVILLE SMALL BUSINESS OWNER

Please answer at least 5 of the following questions, typed on a separate page. Try to answer these questions beyond a few words, but in your own unique style/voice!

1. Describe your business in 50 words or less.
2. When did you open your business?
3. Why did you pick this particular kind of business?
4. What's the best thing about your job?
5. What are some of the services you offer that people may not know about?
6. How long have you been in Lovettsville? Where did you move from?
7. Why do you like Lovettsville?
8. What is your favorite Lovettsville event?
9. Is there anything else you would like our community to know?
10. Life is not ALL business.....so what do you do in your free time?

**NOTE:** Make sure to include your name, business name, business location, website, Facebook page, and contact information.